

C. K. McClatchy  
Senior High School

# Student Hand Book



Sacramento, California



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Senior High School

# Student Hand Book



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# Principal's Message

*We welcome you to the C.K. McClatchy Senior High School. We are happy to present you with this student hand book, written especially for you in order to assist you in becoming acquainted here.*

*We believe that it will help each of you to take a pride in your school and make you want to be loyal to its fine traditions and high ideals.*

*The administration and faculty are glad to assist you with your problems so that you may utilize the many opportunities and services of your institution. We want you to feel free to make suggestions at all times, and assure you that they will always be given the proper consideration.*

*We hope sincerely that a study of this student hand book will prove of value to you in your classroom work and in your social experiences, and add to your success and happiness during your entire stay with us.*

*Sincerely yours,*

*S. A. Pepper*



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# **STUDENT HAND BOOK**

## **Instructions For Enrollment\***

1. Enroll in the registrar's office, where you will be assigned a home room teacher and a counselor. It is necessary to have these assignments and to make out several enrollment blanks before you can make a program.
2. Show the registrar any papers or transfer cards which were given to you when you left your last school.
3. A locker may be secured from the secretary, whose office is on the other side of the partition in the registrar's office, after you have been assigned to a home room. There is no charge for the use of a locker.
4. Your counselor or the vice-principal will assist you in making your program.
5. There are two lunch periods, as follows:

Period 4 lunch.....	11:40	12:23
Period 5 lunch.....	12:45	1:28

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\* Not for low sophomores from Sacramento junior high schools who enroll on the first day of the semester or for students who have been in this school continuously.



6. The bell schedule is as follows:

	From	To
Period 1.....	8:30	9:28
Period 2.....	9:35	10:33
Period 3.....	10:40	11:38
Period 4.....	11:45	12:45
Period 5.....	12:30	1:28
Period 6.....	1:35	2:33
Period 7.....	2:40	3:40

7. Home room is usually held on Fridays between Periods 2 and 3. Exceptions to this are the first week of the semester, when there is usually a home room every day, and any other time that a special home room is announced in the bulletin.
8. If you are not programed for a Period 1 class and if you reach school before 9:30, you may spend the time before the beginning of Period 2 in either the cafeteria or the library.
9. The halls are open to students at 8:05 a.m. The warning bell for Period 1 rings at 8:23 a.m.

## Counseling

Upon entering the high school, each student is assigned to a counselor whom he keeps during his years in high school and who acts as the friend and adviser of the student. The counselor will help plan a tentative program of studies for the remainder of his high school career, will discuss future plans, and will furnish information about college requirements and vocations in which the student is interested. Problems of attendance, scholarship standing, teacher re-



lationship, and personal problems should be discussed with the counselor. No change of program may be made without the approval of the counselor.

## **Attendance Regulations**

### **A. Types of Absence**

1. **Excused Absence** is absence for unavoidable cause, usually personal illness or death in the family. The student is required to make up any work missed.
2. **Unexcused Absence** is absence with the knowledge and consent of the parents, but for avoidable cause for which the school has no authority to excuse the student. If he does not make up this work promptly, he will be penalized in his grades.
3. **Truancy** is absence without the knowledge and consent of the parents or the school. Such absence will have a serious effect on the student's grades. It may even cause failure.
4. **An Early Dismissal** is given to a student who must leave school before the end of the school day. Failure to obtain an early dismissal slip before leaving school will be regarded as truancy.
  - a. If a student becomes ill in school, he should see the nurse in Room 31. If necessary, she will give him an early dismissal slip.



- b. If a student must leave school early for reasons other than illness, he must bring a note from home to his counselor requesting such an early dismissal. If such early dismissal is granted, he will take the note to the attendance office for an early dismissal slip. The early dismissal slip must always be signed by the student's parent before he returns to school. It then serves the same purpose as a note from home for getting readmission to class, but it is good only for the day on which it was issued.

#### **B. Procedure for Securing Readmission after Absence**

1. The student must bring to his counselor for signature a note from home or an early dismissal slip that has been signed by his parent. If he obtained an early dismissal but was absent more than that day, he must bring both the note from home and the signed early dismissal.
2. He must secure a nurse's certificate if the absence has been for five days or more including Saturday and Sunday.
3. He must take to the attendance office the note from home signed by the counselor, also the nurse's certificate, if one is necessary, and get a readmission slip. This will be marked "excused," "unexcused," or "truancy," as



indicated by the counselor on the note from home.

4. He must present the readmission slip to every teacher from whose class he was absent. Remember that these readmission slips are the **only** slips that will be accepted by the teachers. A student will not be admitted to class on a note from home, a nurse's certificate, or an early dismissal slip.

### **C. Tardiness**

1. **Definition:** A student is tardy if he is not in his seat or engaged in some legitimate activity within the classroom when the tardy bell begins to ring.
2. **Importance of Punctuality:** Being punctual is an important aspect of good citizenship. Besides showing that a student is aware of his responsibilities, his being on time will prevent his missing class work for which he could receive no credit if he were tardy. Furthermore, a good habit of punctuality established in high school will continue afterward to reflect favorably upon the student in the judgment of an employer or friends.
3. **Penalties:** Because punctuality is so important, standard penalties in every class will be given the student if he is tardy. These penalties are as follows:
  - 2 tardinesses in 1 quarter will lower citizenship grade one point.
  - 4 tardinesses in 1 quarter will lower citizenship grade two points.



6 tardinesses in 1 quarter will lower citizenship grade to an F.

Because students lose subject credit when they are tardy, it is conceivable to fail a course through tardiness alone.

4. **Student Planning:** Though these penalties are strict, there is seldom any reason for a student to be tardy. If he plans his activities thoughtfully, a student can reach his next class on time. Some things he might consider are:

- a. The distance between classes
- b. The most direct route
- c. Using locker only as often as necessary
- d. Talking with friends
- e. Speed of walking
- f. Getting a drink
- g. Getting bookcovers, pencils, tickets, etc., from the comptroller's office
- h. Returning books to the library

5. **Excused Tardiness:** It may occasionally happen that a student must be tardy for reasons beyond his control. Some instances might be:

- a. Getting a readmit which requires seeing the nurse
- b. Arriving at school on a late bus (the student should go directly to class.)
- c. Conference with counselor or a school administrator, such as the principal, vice-principal, or registrar



Students are excused when they arrive in class with a pass from one of the following offices:

- a. Principal
- b. Vice-Principal
- c. Registrar
- d. Nurse
- e. Counselor
- f. Library

Call slips from the comptroller, the librarian, and a counselor are also recognized as an excuse for tardiness when they are countersigned by the person issuing the call slip.

6. **Tardiness Upon Readmission to School:** Because a student may enter the building at 8:05 am, there is seldom a reason why he should be late to a first period class. If his counselor is busy, the student may be served by another. If the nurse should detain a student, he will be given an excuse. There can be no excuse whatever for being late to second period class because of having to get a readmit slip.

## **Health Service**

The purpose of the School Health Department is to aid the student in maintaining and improving his health.

The nurse's hours are from 8:00 until 3:40. The following services are offered:

### **Readmission Certificates**

are issued after an absence of five days or more, including Saturday and Sunday, or after a shorter absence upon request of the counselor or nurse.



### **Early Dismissals**

are issued in this office in case of illness or accident. Those requested for other reasons are referred to the counselor. Upon receiving an early dismissal the student must go to the attendance office, with the two early dismissal blanks. These are stamped with the time, and one is given to the student to take home for the parent's signature. As soon as the student returns to school, he should report to the nurse before attending any class, and then to his counselor.

### **Physical Education Excuses**

of a temporary nature are issued by the nurse. If a student is to be excused for a long period of time, it is necessary to bring a note from a physician. A student who has frequent excuses from physical education is asked to bring a note from home.

### **First Aid**

is given in case of illness or accident occurring at school. Injuries that have occurred at home are not usually treated at school. Advice will be given, and a dressing will be applied once, if necessary, or replaced if it becomes soiled or loosened.

### **Accidents**

that occur at school should be reported immediately to the teacher in charge of the class or activity.

### **Physical Examinations**

are given to all new students and to the boys who wish to compete in sports. The nurses inspect and check the vision of new students.



## Physical Education

Physical education or R. O. T. C. is required of each student. If one is physically unable to participate in the regular physical education program, he is placed in a limited activity group or in rest on the recommendation of the school or family physician; all other students are assigned to regular physical education classes.

### Required Physical Education Equipment

1. Boys—One pair of gym pants, one athletic supporter, and one pair of tennis shoes are required. One gym upper, one sweat shirt, and one pair of sweat socks are advisable.
2. Girls—Suits should be all white, including socks and tennis shoes. They may be any style. Each separate piece should be marked in black with the girl's full name.

### Reporting to Classes

Every student is expected to report to his assigned physical education class dressed in the regular gym suit unless excused by the school nurse.

### Sports Eligibility

Every boy fulfilling the requirements of the school and the California Interscholastic Federation is eligible to participate in any interscholastic sport.

### Lunch Hour

Students may eat their lunches in the following places on the school grounds:

1. Lion's Den



2. Arcades by the shops, gyms, and area thereabout (but avoiding the vicinity of the classrooms, as there are classes in session.)
3. Cafeteria

We of McClatchy take pride in keeping our grounds clean and free from waste papers. It is our aim to keep them that way.

### **Cafeteria Regulations**

Cooperation of each student with the cafeteria staff maintains a clean and attractive place to eat. The following rules are to be observed:

1. Place all soiled dishes, paper bags, and bottles in the proper places.
2. Avoid dropping paper and bits of food on the floor.
3. Avoid sitting in the aisles as it is against the fire ordinances.
4. Make selection of foods at the steam table as quickly as possible in order to keep the line moving rapidly.
5. Have your money ready for the cashier.

The special lunch offered under the Federal Lunch Program is secured from the left side of the cafeteria; a la carte line is on the right.

## **Traffic Inside The Building**

Before 8:05 students will find it convenient to enter the building through the door at the right of the candy counter in the Cafeteria. This room is warm and is kept open for study through Period 1.



**Exceptions:**

1. To see the nurse, the student should use the entrance near Room 37, one of the entrances nearest the cafeteria, or the cafeteria doors.
2. To use the pay telephone, he should use the entrance near Room 37 or the cafeteria.
3. To find shelter from the rain, he should use the closest door.
4. To keep an appointment with a teacher, the student should have a valid hall pass.

During class periods a student who passes through the halls must be provided with a valid hall pass. This must be shown to hall monitors and must be returned to the teacher who issued it.

## **Registrar's Office**

### **Scholastic Record**

In the registrar's office are kept the records of all high school work done by any student who has ever attended this school. If a student transfers from another town, his record is secured from the other school and made part of the permanent record here. This permanent record remains on file even after a student leaves school or graduates; and it is the basis for information supplied on request to colleges, universities, employers, the Army, Navy, etc.

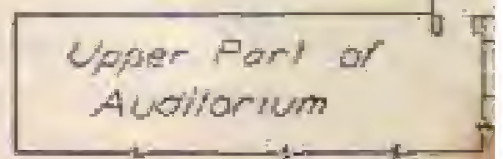
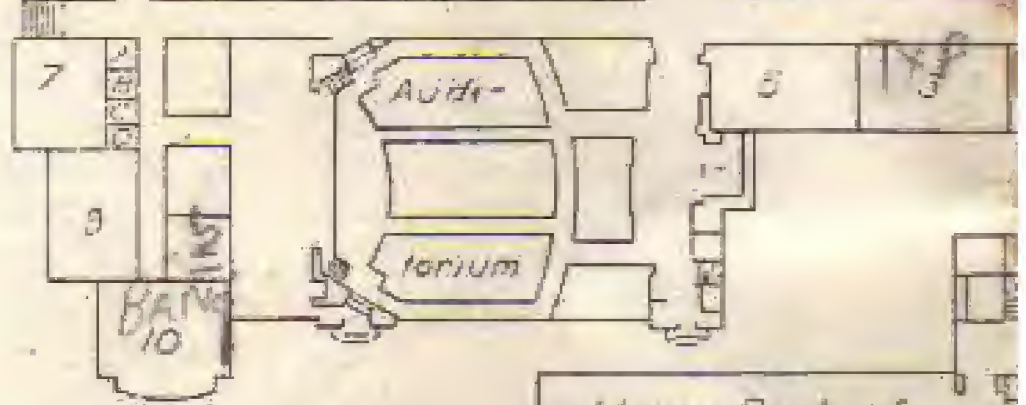
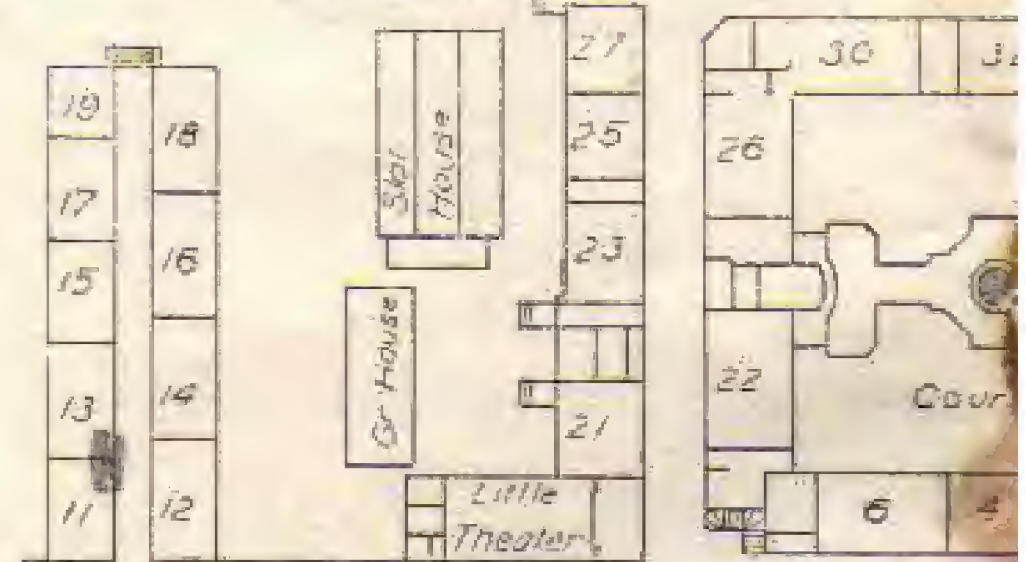
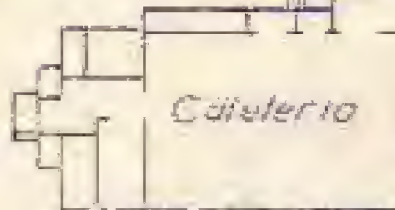
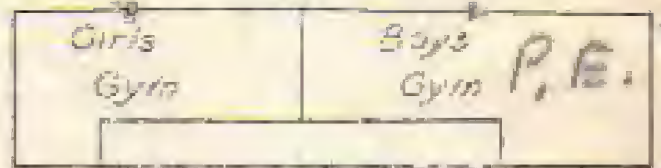
### **Transcripts**

In the registrar's office transcripts of record are prepared for any higher institution that a student may attend after

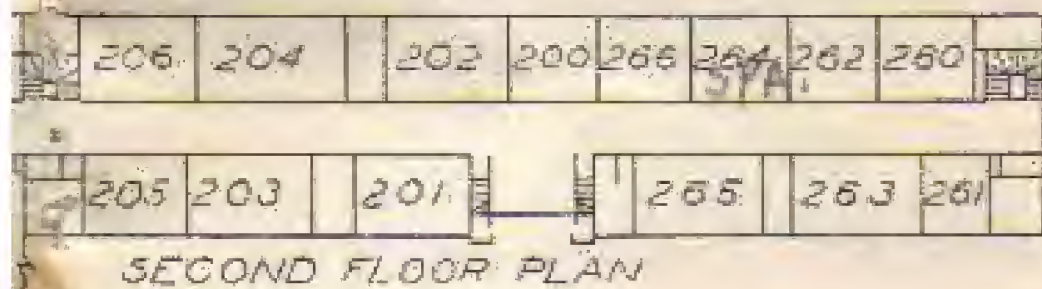
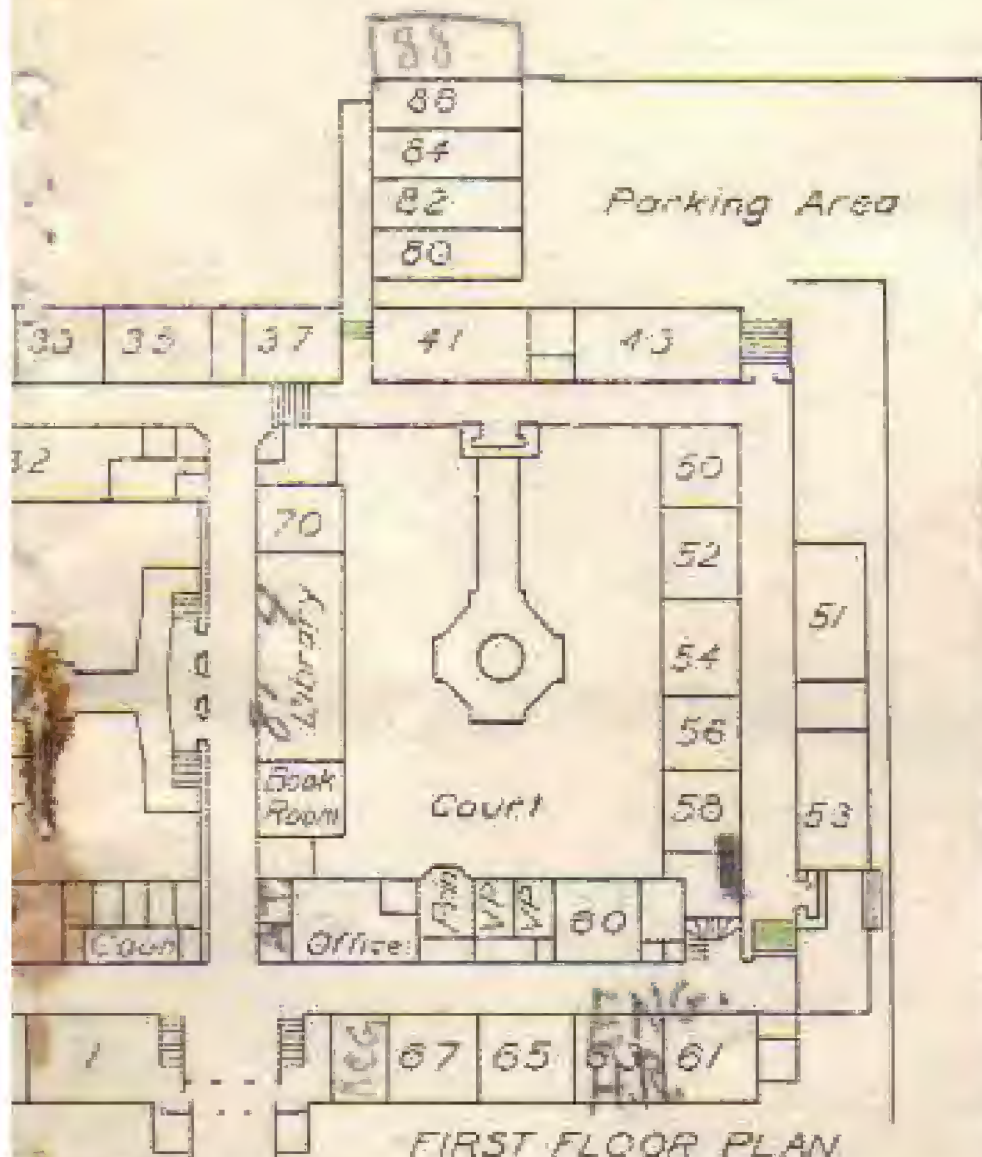




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graduation. As soon as the student knows definitely what college he is going to attend, he should check the entrance requirements with the registrar.

### **Attendance Records**

In the attendance office, which is connected with the registrar's office, a record is kept permanently of every period of absence and tardiness during the entire three-year senior high school course. Each absence is indicated as excused, unexcused, or truancy. The tardiness record is also kept permanently in the attendance office. Employers frequently ask about the regularity of attendance before hiring former students.

## **Comptroller's Office**

The comptroller's office is a business office and the financial center of the school. Among its functions are the following: to budget, order, and distribute classroom supplies; to collect admission to games and entertainments; to sell student body cards, student supplies, and yearbooks; to collect class dues and club dues; to supervise advertising at the school; and to operate the business end of the cafeteria and candy stores.

### **Business Hours**

are from 8:05 a.m. until 3:50 p.m. The office is closed during all home room periods.

### **Class Dues**

cards are issued to all students, duplicates



of which are kept on file in the comptroller's office.

### **Lost And Found Articles**

except books, should be reported to the comptroller's office. If an article, reported lost, is found later, the owner should notify the comptroller's office. Lost and found books should be reported to the book room or library.

### **Posters And Other Advertising**

of school events, elections campaigns, or out-of-school events must be approved by the comptroller and stamped with his name.

### **Receipts**

issued by the comptroller should be saved.

### **Articles For Sale**

are as follows:

Novelty articles, such as belt buckles and lavaliers.

Class pins and rings.

Rally materials, such as caps, dinks, pennants, and decals.

R.O.T.C. supplies.

Senior graduation announcements.

Pencils and erasers.

Cafeteria meal tickets.

Postage stamps.

U. S. saving stamps.

## **Library Regulations**

### **Library Hours**

are from 8:00 to 4:00. A student may come in during these hours for individual study and reading.



### **Books**

may be borrowed for two weeks, one period or overnight. At the end of that time they may be renewed if not needed by others. Books need not be brought into the library for renewal.

### **Magazines, Phamplets, Etc.**

may be borrowed for overnight use. They are due by the beginning of Period 2 the following morning.

### **An Overdue Notice**

is sent the day after the book is due. The student must report to the library at the period and time stated on the notice to clear his record. Should an overdue notice fail to reach the student, it is his responsibility to return his book without the reminder.

### **A Hall Pass**

is required of a student coming from a class room. This is to be left on the loan desk in the library. When the student is ready to leave the library, he must have the pass signed by the librarian. If he stays in the library all period, the pass will be signed by the librarian and returned to the teacher.

## **Lockers**

### **A Hall Locker**

with a combination lock is issued free of charge to each student. The combination should not be divulged to others, and the locker should be securely locked. Each low sophomore is assigned a locker, which re-



mains in his possession until he leaves or graduates. Any other new student must call for a locker card at the secretary's office.

### **Locker Arrangement**

is numerical. Consult secretary for location.

### **A Locker Out Of Order**

should be reported to the secretary.

## **Fire Drill**

At least once a month a fire drill is held at which time everyone is to leave the building in an orderly manner. The fire alarm is a continuous ringing of the gong. A two bell signal will be given for all to return to the building.

## **Civil Defense Drills**

These drills are held from time to time and are of two types. The **Surprise Attack Drill** signal is five long rings of the bell system, repeated three times. Students will stay in their classroom and "DROP AND COVER". The **Alert Attack Drill** signal is a long and a short, a long and a short, repeated for ten seconds. Students will leave the classroom by twos and proceed to previously assigned "SAFETY" areas. A two bell signal will be given for all to return to their classrooms.

## **Grade Cards**

Grade cards are issued twice a semester, usually in the months of November, January, April, and June. Since the school op-



erates on the semester plan, credits are earned only in January and June, when the entire semester's work is completed.

## Deficiency Notices

Deficiencies or warnings of the danger of failing are given to students twice each semester. These notices are usually issued during the months of October, December, March, and May.

## Citizenship Eligibility

Any student who represents the school in a position of trust and responsibility, such as student body or class officer or a member of a team, must first have his record clear in all offices and must be approved as to his citizenship. This approval takes into consideration all phases of conduct and citizenship in class, home room, hall, etc.

## Office Training

Any senior student who has had commercial courses may apply for Office Training consisting of two or three hours' work in the various school offices. Office Training counts as credits earned in the commercial department. Students who apply for this sort of work must be approved in citizenship, scholarship, and regularity of attendance, the same points that are considered when one applies for work in a business office.



## Office Assistance

Any junior or senior student who is interested in doing office work for one hour a day may apply for Office Assistance, in various school offices and departments. This work also counts for credit in the commercial department. The student's citizenship, scholarship, and regularity of attendance must be approved before he is considered eligible.

## Locating Teachers and Students

### Teachers

The schedule of classes on the counter in the registrar's office shows where each teacher is at every class period.

### Students

The revolving file on the counter in the registrar's office shows the daily program of each student. Permission must be granted by the student's counselor before a message can be delivered to him in class.

## Publications

### The Prospector

is the school newspaper, published by classes in journalism. It is distributed at the end of Periods 6 and 7 on Friday of each week. Subscriptions are regularly 50 cents a semester; to the owners of student body cards the paper is free.

### The Nugget

is the school annual, published by students chosen from the student body at large. It



is distributed in June of each year.

### **Nugget Editions**

is a book written and published every three years as a student project.

## **Student Body Government**

### **The Associated Students**

of the C. K. McClatchy Senior High School is the student body organization. This organization is governed by a student body constitution which provides for a representative form of government. The student body president is the head of the executive body of the school, known as the Board of Directors. This body consists of five elective officers, eight appointive officers, and the six class presidents. The elective officers are the President, who must be a high senior during his term of office, the Vice-President, Secretary, and the Treasurer, who must be at least low seniors during their term in office, and the yell leader, who has no class qualifications. The appointive officers are the Historian, General Activities Chairman, Election Committee Chairman, Advertising Manager, Service Committee Chairman, Social Activities Chairman, Pride Committee Chairman, and Rally Committee Chairman. The legislative body is known as the House of Representatives, consisting of the Board of Directors and representative of various home rooms, and is presided over by the Student Body Vice-President.



## **Student Body Cards**

provide the Student Body with one of its chief sources of income. These cards offer the following values:

1. Free admission to all home athletic contests.
2. Reduced admission to out of town athletic contests.
3. Reduced admission to Coast League Baseball games at Edmonds Field.
4. Subscription to the school paper, the Prospector, for one full year.
5. Reduced admission to some special shows at local theaters.
6. Identification on City Bus Lines for reduced fares.
7. Identification for admission to school dances.

## **Class Government**

### **Each Class**

is governed by four officers elected by the class as a whole. Together with council representatives who are chosen by home rooms, these officers form the Class Council. All business of the class is handled by this body. In their sophomore year the most important event for discussion is the Sophomore Reception, in their junior year, the Junior Prom, and in their senior year, the Senior Ball.

### **Class Dues**

are 50 cents a semester which makes a total of \$3.00 for the entire time in senior high school. Dues should be paid as near the beginning of each semester as possible.



Class dues are used for the following purposes:

1. To pay for the Senior Ball, given in January for both high and low senior classes.
2. To permit a price reduction in the senior year on *The Nugget*, the school annual.
3. To give free senior photographs in *The Nugget*.
4. To grant class scholarships to worthy students who otherwise would find it difficult to attend college.

## Student Organizations And Clubs

Each student is a member of the student body and of a class organization, but there are also other organizations available to him. These organizations are open to any one who applies and meets the qualifications. A student's interest in the purpose of an organization is the primary basis for membership. New organizations are being set up each year to meet the special interest of some group.

The organizations now available are the following:

### **Art Club—Palette and Brush**

Membership is open to any student taking art who shows interest in the club's activities.

### **California Scholarship Federation**

Eligibility is open to anyone having scholarship points earned.



### **California Education Club**

Open to those interested in teaching as a career.

### **Dance Club**

Membership is open to girls taking advanced dancing.

### **Dance Orchestra—McClatchy Melodiers**

Membership is open to anyone having interest and ability to participate

### **French Club**

All students having a "C" or better in one semester of French may apply for membership.

### **Future Nurses**

Open to students interested in nursing as a career.

### **German Club**

All students having a C or better in one semester of German may apply for membership.

### **Girls' Athletic Association**

Membership is based upon the number of points earned in after-school activities.

### **History Club**

Open to students especially interested in the study of history.

### **Latin Club—Juvenis Circulis Leonum**

Eligibility consists of a grade of C or better in one year of Latin.

### **Mathematic Club—Pythagorean Sigma**

Requirements for membership are four semesters of recommended grades in mathematics.



### Music Club

The purpose of the Music Club is to further music interests among the students. Membership consists of students who have completed one year of music in high school or ninth grade with an average grade of B or better.

### Radio Club

Membership is open to any students interested in amateur radio and electronics.

### R.O.T.C.—Saber and Chevrons Society

Membership is open to any officer or non-commissioned officer of the department.

### Science Club—So-Nathis

Membership is based upon the fulfillment of requirements set up by the club.

### Spanish Club—Los Hispanistas

Eligibility consists of one year of Spanish with a grade of C or better.

## School Songs



### McClatchy Hymn

McClatchy High we honor thee

By seeking after truth.

We pledge our deepest loyalty

And offer thee our youth.

We would be honest, brave, and bold

To win for thee a prize

That's won and done with wisdom's gold

And fashioned for the skies.



## **Our Boys Are Rolling**

Our boys are rolling, rolling up the score  
For McClatchy High  
Each game we win is just a little more  
For McClatchy High

Rah, Rah, Rah!

Our boys will go on fighting to the end  
For the Red and White!

Who's got the Rep'? Rah, Rah!

Who's got the Pep? Rah, Rah!  
It's the Lions! Fight! Fight! Fight!

## **To Victory**

Smear the Wolves; drown the Flames;  
Let their losses be our gains,  
While McClatchy adds more to her score.  
Hit 'em hard! Tarzans jarred,  
And the Dragons will be barred,  
While the Irish and Pacers are floored.  
So it's fight, team, fight, to victory tonight!  
Lions will gain a new height.  
So fight for the fame  
Of our great McClatchy name,  
And we'll down every player in sight.

## **Buckle Down McClatchy**

Buckle down, McClatchy, buckle down,  
You can win, McClatchy, if you knuckle  
down.  
If you smash that play,  
If you fight today, then we'll shout hoo-ray,  
So buckle down.  
You can win, you Lions, if you'll only try—  
Make 'em cry, you Lions, make 'em cry—  
If you don't give in, take it on the chin,  
You are bound to win, if you will only  
buckle down.



If you fight you'll chuckle at defeat,  
If you fight the Dragons will retreat.  
Knuckle down, McClatchy, knuckle down,  
You can win, McClatchy, if you buckle down  
You can wear the crown, if you will only  
If you mow them down, if you go to town,  
buckle down

## Yells

L-I-O-N-S (talk)  
L-I-O-N-S (yell)  
L-I-O-N-S (hit it!)  
Grrrah  
Grrrah  
Gr-rr-rr-ah!

McC-LAT-CHY  
McClatchy, McClatchy,  
McClatchy High.

You've got to F-I-G-H-T (slow, soft)  
You've got to F-I-G-H-T (fast, loud)  
You've got to F-I-G-H-T (fast, louder)  
You've got to fight,  
You've got to go,  
You've got to fight Lions team.

We're from McClatchy,  
We couldn't be prouder,  
So if you don't believe us,  
We'll yell a little louder. (three times, each  
time louder)



in 9:30 out 3:40

Locker No. \_\_\_\_\_

Home Room Teacher

Marchand Counselor

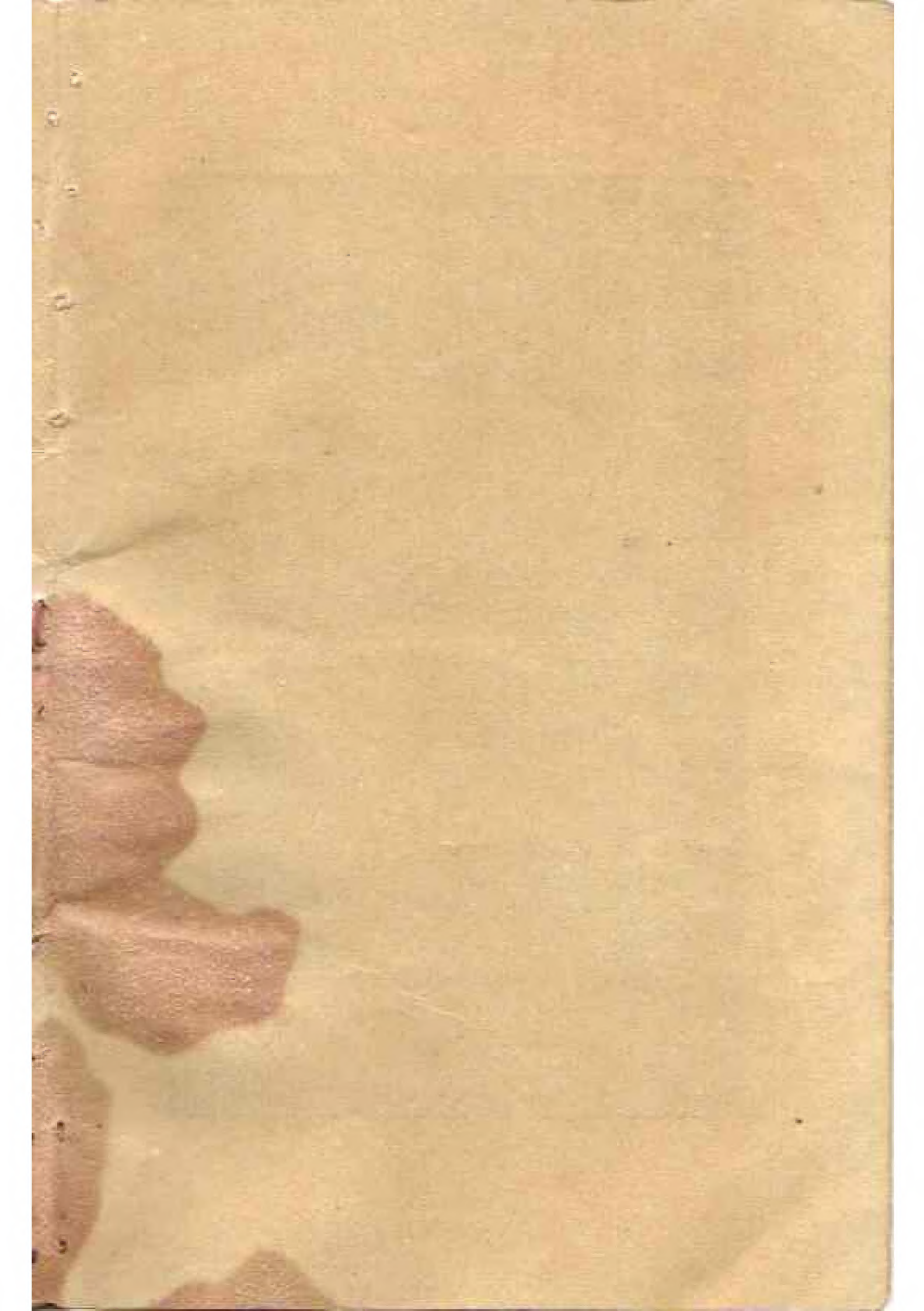
Chinn

Per.	Subject	Room	Teacher
1.			
2.	Spanish 1Y	264	Carlos
3.	P.E. 3	Hyd.	Diason
4.	Algebra 1Y	1	Blair
5.	Noon		
6.	Senior Band	10	Marchand
7.	English 3Y	63	Marchand



(15m)







C. K. McClatchy





